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UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREIGN AGRICULTURAL SERVICE

OPERATIONAL PROCEDURES PLAN

Approved By:

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1. REASON FOR ISSUANCE

To provide the schedules and assignments for the development of procedures related to the functional and operational tasks required of the commodity analysts and ADP support personnel to operate and maintain the CCAD system.

2. SUPERSEDES

Technical Memorandum #2, dated May 18, 1977.

APR 03 1979





# TECHNICAL MEMORANDUM

## NO. 7

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### OPERATIONAL PROCEDURES PLAN

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FOR CROP CONDITION ASSESSMENT PROGRAM

7-TM

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREIGN AGRICULTURAL SERVICE  
HOUSTON, TEXAS



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## PART 1.0 INTRODUCTION

## 1.1 PURPOSE

To identify the procedures, schedules, and personnel assignments related to the development of operational procedures for CCAD.

## 1.2 SCOPE

This plan covers the User Operational Procedures and the computer-related procedures within CCAD.

## 1.3 PROCEDURE CONTENT

This plan provides a series of operational user guide handbooks and data system handbooks. Each handbook will contain the purpose, scope, and basic summary of its contents. User handbooks and data system handbooks are required by FIPS 38.

## 1.4 STANDARDS

The composition, structure, and format of all procedures should be in adherence to the guidelines provided in the "Documentation Standards" document, 1-A0. The approval and publication process will be coordinated by the Management Analyst. All block diagrams and system procedures will adhere to FIPS 24 and FIPS 38 Standards.

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## PART 2.0 SCHEDULES AND ASSIGNMENTS

## 2.1 OVERVIEW

Procedures will be developed in two stages: (1) outline (detailed Table of Contents), and (2) Narrative.

## 2.2 ANALYST RESPONSIBILITIES

Initial procedures for the CCAD will be developed according to the following schedule by the analyst as assigned. All dates indicated are in the current year, 1979.

HANDBOOK	OUTLINE	NARRATIVE	PUBLISH	LEAD RESPONSIBILITY	ASSISTING STAFF
<u>User Guide Handbooks - (OP Series)</u>					
3-OP(CL) Image Classification Using IMDACS	2/15	3/15	4/15	Aaronson	Hurst
-OP(DB) DATA BASE USAGE	5/15	7/1	7/15	Willis	Driggers
-OP(AI) ANALYST INDICATORS	3/1	4/15	5/1	Atkinson	Thomas
-OP(YE) YIELD ESTIMATION	4/15	5/15	6/1	Atkinson	Dario
-OP(AG) AGGREGATION	6/1	9/7	1/28/80	Willis	Hurst
-OP(RG) REPORT GENERATION	5/1	6/1	6/15	Hickman	Evans
<u>Data Systems Handbooks - (DS Series)</u>					
-DS(EQ) EQUIPMENT OPERATIONS	4/16	5/18	6/8	Dickinson	
-DS(PSW) PROGRAM DEVELOPMENT AND MAINTENANCE STANDARDS	4/20	5/18	6/15	Evans	
-DS(DB) DATA BASE ADMINISTRATION	4/2	5/11	6/29	Driggers	David

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## 2.3 COORDINATION RESPONSIBILITY

Overall responsibility for coordination of the Procedures is the designated management analyst. Lead responsibility for each handbook is assigned to a member of the CCAD staff as indicated in paragraph 3.2 of this procedure.

## 2.4 USER CONTRIBUTION AND RESPONSIBILITY

CCAD personnel will provide the input and review functions for particular handbooks defined in this plan.

To complete the task, CCAD staff should arrange specific times to discuss their particular topic with the appropriate personnel. After adequate inputs have been gathered, a strawman procedure can be drafted with relevant questions related to deficient subjects.

APR 03 1979

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